

**Mayor and Council
Town Of Middletown
19 W. Green Street, Middletown, DE 19709**

Job Title: Project Manager
Department: Public Works/ Administration
Reports To: Director of Public Works

Summary:

The Town Project Manager is responsible for overseeing the successful completion of projects of water, sewer and electric and other construction projects. Although specific tasks will depend on the current project, they will generally be responsible for the creation, organization, execution and completion of specific construction/Infrastructure projects. This includes managing relevant employees, setting deadlines, communicating with town administration about the state of the project, ensuring projects stay on track and on budget, and adjusting if necessary to meet new requirements. The Project Manager typically will manage six different aspects of projects: scope, schedule, finance, risk, quality and resources.

Essential Duties and Responsibilities:

Include the following. Other duties may be assigned.

- Creating long and short-term plans, including setting targets for milestones, adhering to deadlines and allocating resources
- Delegating tasks on the project to employees best positioned to complete them
- Identifying and managing potential risks and liabilities of multiple projects
- Assisting in the definition of project scope and goals
- Making effective decisions when presented with multiple options for how to progress with the project
- Serving as a point of contact for teams when multiple units are assigned to the same project to ensure team actions remain in synergy
- Communicating with executives or the board to keep the project aligned with their goals
- Performing quality control on the project throughout development to maintain the standards expected
- Adjusting schedules and targets on the project as needed
- Motivating people involved in the project to complete tasks on time

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Knowledge of various project management methodologies
- Proven leadership skills
- Cost and risk management skills
- Excellent communication, interpersonal and negotiation skills
- Interpersonal skills
- Ability to make important decisions under pressure
- Problem-solving skills
- Ability to delegate effectively
- Time management skills
- Friendly and approachable

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

- Satisfactory experience in project management, planning, bidding and completion of water/sewer and electric infrastructure. Graduation from a college or university in a related field is a plus, but not required.

Language Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Read and interpret blueprints

Computer Skills

- To perform this job successfully, an individual should have knowledge of Scheduling software; Database software; Internet software; Spreadsheet software and Word Processing software.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is occasionally required to stand; walk; sit and use hands, handle, or feel; reach with hands and arms and talk or hear.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently exposed to outside weather conditions.
- The employee is occasionally exposed to moving mechanical parts.
- The noise level in the work environment is usually moderate.

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